

CHAPTER 14

SHIPBOARD DUTIES

An MAC will normally be assigned duties as the Chief Master-at-Arms (CMAA) aboard ship, providing the MAC is the senior MA aboard. On larger ships, the executive officer (XO) may select an E-8 or E-9 as the CMAA. An MA1 reporting aboard ship can expect to be assigned to duties ranging from CMAA, assistant to the CMAA, or other MA-related duties (training PO for the MA force, investigate, and so forth). The CMAA in those cases may be an MAC or an MA1 serving on independent duty.

Aboard ship, the CMAA is responsible to the XO for maintaining good order and discipline. On larger ships, the CMAA may report to a limited duty officer or warrant officer (649X/749X) assigned as the security officer. To assist the CMAA, a number of persons of different ratings and, in some cases, lower rated MAs are assigned to the MA force.

On many small ships, assignment to the MA force of those persons of ratings other than MA may only be a collateral duty, and the MA functions are only performed on duty days. Aboard larger vessels, personnel of ratings other than MA are normally assigned on a TAD basis and perform full-time MA duties. These TAD personnel normally serve a period of 6 months.

The rated MA's primary duties, ashore and afloat, are law enforcement oriented. Aboard ship, however, many additional duties exist that are non-MA related, primarily because the number of officers, CPOs, and POs means that a great number of odd-jobs must be distributed evenly. Some tasking may be made because of the superior quality of leadership that should be the mainstay of all rated MAs. The MA must be thoroughly knowledgeable with all applicable ship's instructions that govern his or her specific duties and responsibilities.

DUTIES AND RESPONSIBILITIES OF THE CMAA

LEARNING OBJECTIVES: List and describe some of the duties of the CMAA.

Aboard a ship where no security officer is assigned, the CMAA functions as one of several executive

assistants to the XO and is responsible for the supervision of the MA force. The CMAA reports to the XO for the performance of assigned duties. For routine administration and accountability of personnel assigned to the MA force, the CMAA reports to a division officer assigned by the XO (normally X division). For the replacement of MA force personnel, the CMAA would normally forward a request to the personnel officer 30 days in advance of the desired transfer date.

SAFETY

The CMAA is a member of the enlisted safety committee. This committee is established to make recommendations concerning the ship's safety program to the safety council and to enhance interdepartmental communication in accident prevention.

TRAINING

The CMAA is responsible for making sure that all personnel assigned to the MA force are properly instructed in their duties. Time for instruction should be allotted each workday whenever possible.

PUBLICATIONS

Handling, correcting, and using official publications and directives are routine but important duties of the MA force. Much of the efficiency of the MA force depends upon your knowledge of the applicable publications and directives and how well you know how to use them.

The MA force must be able to identify the various publications, directives, and forms by title and have a good working knowledge of their contents.

SHORE PATROL AND BEACH GUARD

The CMAA afloat has the responsibility for training and/or briefing the ship's shore patrol and beach guard. When the ship is in a port where shore patrol and/or beach guard requirements exist, the CMAA should meet daily with personnel assigned to these duties to make sure they understand the scope of their responsibilities.

Shore Patrol

The primary mission of the shore patrol is to preserve order among members of the armed forces who are on leave or in a liberty status. They also provide assistance and information when necessary and apprehend, or otherwise control, military personnel who violate laws and regulations. Specific procedures for shore patrol are covered in chapter 12 of this manual.

Beach Guard

When boat landings are established, personnel may be assigned duty as beach guard. It is the duty of the beach guard to maintain order at the boat landing; control the boat traffic in the vicinity of the landing; enforce safety precautions both at the landing and in the boats; and see that boats are not left unattended, that the crews are in proper dress, and that the boats are not overloaded. As a beach guard, you should be particularly careful to make sure coxswains obey the Rules of the Road, boats do not back into the way of moving vessels, other boats are not endangered by the wake from Navy boats, and liberty boats are not overloaded with personnel. If adverse conditions warrant, the senior person at the landing may refuse to load boats or may request the ship provide boat officers for their craft.

I DIVISION

The I Division officer is appointed by the XO. The CMAA may be assigned this duty. If another person is assigned, the CMAA assists the I Division officer in supervising and coordinating the indoctrination of newly assigned personnel.

Persons assigned as I Division instructors should report to the I Division officer for a briefing of their duties at least 10 minutes before to their scheduled period of instruction.

EXECUTION OF THE SHIP'S ROUTINE

The CMAA assists the officer of the deck (OOD) in the execution of the ship's routine, including taps, maintaining silence after taps, supervising the control of standing lights, and the crew's turning out promptly for all-hands evolutions.

Other duties for which the CMAA is responsible are listed in OPNAVINST 3120.32, *Standard Organization and Regulations of the U.S. Navy* (SORM). The CMAA

should frequently review the SORM and make sure it remains up to date, including any ship's modifications.

DUTIES AND RESPONSIBILITIES OF THE MASTER-AT-ARMS FORCE

LEARNING OBJECTIVES: List and describe the pertinent duties of the MA force.

Personnel assigned to the MA force are responsible to the CMAA for assisting the OOD in the execution of the ship's routine. Pertinent duties of the MA force are detailed in the following paragraphs.

ROUTINE DUTIES

Aboard ship all persons except authorized "late sleepers" are required to turnout of their bunks promptly at reveille. To ensure compliance, the MA should walk through the berthing compartments 15-20 minutes tier reveille. Names of personnel remaining in their bunks should be taken and either checked against the list of authorized late sleepers or be provided to the person's leading petty officer. Names of repeat offenders should be reported to the CMAA for action. On larger ships, a "Reveille PO" is sometimes assigned this responsibility.

During all-hands evolutions, frequent inspections of the unit should be conducted by the MA force. Persons shirking duty should be reported to the officer in charge of the evolution.

The MA force should know the lighting requirements for standing lights and know where the lighting switches are located. Standing lights are turned on at sunset and are secured at sunrise unless otherwise directed by proper authority. This task is usually handled by the messenger of the watch, but supervisory control of the standing lights lies with the CMAA.

At sea, MAs may periodically be sent topside after Darken Ship is set to check for light leaks or violations and to ensure the smoking lamp restriction is enforced on deck. Violators should be reported to the CMAA. Light leaks caused by equipment problems should be reported to the OOD and damage control central.

When taps has sounded, MA force personnel should tour the ship to ensure compliance. All white lights should be turned off and red lights turned on in berthing compartments. Radios, tape players, and the like should be turned off and internal noise kept to an absolute minimum. External noise should be kept at a level that will not disturb persons trying to sleep.

The responsibility for enforcing rules and regulations lies not only with personnel of the MA force, but with every military person aboard ship. When a rule or regulation is violated, the MA should take immediate action to correct the situation. If the violation can be corrected immediately, take steps to do so. If the problem cannot be corrected immediately, make sure explicit instructions are issued to the violator. Follow up to ensure the violator follows the instructions. Violations such as improper uniforms or haircuts should be brought to the attention of the violator's immediate supervisor. Placing a person on report should be the absolute last resort for minor offenses. However, when persons are involved in more serious offenses, such as unauthorized absence, assault, or possession of drugs or narcotics, or are frequently involved in minor offenses, you have no alternative but to place the violator on report.

LIBERTY PARTIES

An MA should be present to assist the OOD in controlling departing and returning liberty parties. The quarterdeck area should be kept clear of unnecessary personnel at all times. In accomplishing this task, MAs should use a great deal of tact and diplomacy. A person returning to the ship under the influence of alcohol should be handled very carefully. If a confrontation develops, the MA should remove the individual from the quarterdeck as quickly as possible, with only the minimum amount of force required. A word of caution: Never THREATEN to use physical force. If it becomes necessary to use force, use it.

VISITING

General visiting will be permitted aboard ship only as authorized by competent authority. Personal visits by relatives and friends of the ship's company should be authorized by the commanding officer.

Public Affairs Officer

When authorized visitors are to be received aboard, the public affairs officer should prepare suitable literature for distribution to them. Such matters as the history of the ship and a brief on the origin of the ship's name may be included. The public affairs officer should also obtain copies of the visitor's boat schedules and should distribute them to the MA at the landings and to the public through local public affairs officers.

Deck Department Head

The deck department head (weapons officer or first lieutenant) should organize and instruct guides for the visitors and should designate heads and other facilities for visitor's use. This officer should also prepare special boat schedules for visitors and provide copies to the public affairs officer after they have been approved by the XO.

Damage Control Assistant

The damage control assistant (DCA) normally is responsible for preparation of NO VISITORS and NO SMOKING signs. These signs are placed in appropriate places by the various department heads. The NO SMOKING signs are placed where required, and the NO VISITOR signs at each access to restricted areas (combat information center, radio central, emergency radio, sonar spaces, weapons system spaces, ready-service weapons rooms, magazines, engineering spaces and auxiliaries, electronic warfare spaces, plot and IC rooms, and so forth). Be sure to check the ship's addendum to the SORM to ensure all restricted spaces are posted.

Department Heads

Heads of departments also provide sentries as necessary at accesses to restricted areas and for surveillance of traffic routes. They make sure the ship is ready to receive visitors and observe the progress and conduct of the visit. They also ensure the security of restricted matter and spaces, such as classified publications and correspondence, equipment, and ammunition.

Guides

As visitors arrive, the OOD will assign a guide to groups of approximately 10-15 visitors, have literature distributed, and direct the guides to commence the tour following a prespecified route. Unless authorized by the commanding officer, visitors' cameras should be checked with the OOD, who should make sure they are tagged with the owner's name and are properly safeguarded.

Guides should point out and explain items of interest, request visitors to remain together, and be alert for their safety.

Some procedures for the guides may include the following:

- Know the route thoroughly, including locations of hazardous areas, restricted spaces, visitor head facilities, first aid boxes, and telephones. Be equipped with a map of the tour route showing the above spaces and have a flashlight in the event of a power failure.
- Know how to use communication equipment, including hand-held radios (if issued), ship's telephones, sound-powered equipment, and "squawk boxes." Provide written information to the guides listing the telephone number(s), sound-powered circuit information, and/or squawk box information for the quarterdeck, sick bay, and DC central.
- Require the guides to count the number of persons in each party before and after the tour and to report any discrepancies to the OOD. If enough persons are available, a guide should be assigned to lead the party and another person assigned to follow the visitors to collect stragglers.
- If an emergency situation develops, the guide should not leave the party unattended but should use the nearest radio or telephone to call the OOD. These situations may include persons knowingly leaving the tour route; creating disruptions; attempting to force their way into restricted areas; medical emergencies; lost children; and any number of similar problems.

The CMAA

The CMAA may be responsible for posting and instructing sentries and guides and for general policing of visitor areas, observance of safety precautions, general good order, and compliance with visitor instructions. The CMAA may also have departmental duty petty officers act as roving patrols to assist sentries and guides and to make sure they remain properly stationed and alert.

The MA Force

Immediately following the debarkation of the last visitor, a thorough inspection should be conducted by the MA force to make sure all visitors have cleared the ship. Results of this inspection should be reported to the OOD.

INSPECTIONS

The procedure for conducting zone inspections is normally outlined in the ship's bills or instructions. The

primary function of the MA force during zone inspections is to act as guides for the inspectors. The CMAA normally escorts the commanding officer.

The DCA is responsible for preparation of the zone inspection procedure. The XO usually designates the inspection parties for each zone. Division officers should make sure personnel are standing by their spaces during the inspection.

Personnel inspection procedures differ from ship to ship. The CMAA should understand the process, including any special requirements of the commanding officer. Questions regarding the process should be referred beforehand to the XO. The CMAA normally escorts the commanding officer. The commanding officer may refer questions regarding grooming and uniform standards to the CMAA during the inspection. It is, therefore, very important to keep abreast of any changes to the uniform regulations.

EMERGENCIES

Adequate personnel from the MA force should be present at the scene of emergencies to maintain order and to keep the scene clear of unnecessary personnel.

When the word is passed that a person is overboard, the MAs maybe directed to search the ship for persons failing to muster. The CMAA should make sure the ship is divided into specific search areas to ensure a quick but thorough and orderly search.

During general quarters, the MAs maybe assigned to various battle stations. If not, establish roving patrols to safeguard any personal gear or valuables left unsecured by crew members.

ENTERING AND LEAVING PORT

One hour before getting underway, personnel of the MA force should make an inspection of the ship for stowaways and make a report of the inspection to the OOD at least 30 minutes before sailing.

On entering and leaving port, all hands topside should be in the specified uniform. Unless mustered at quarters, idlers should be kept clear of the decks.

REPORTS

You may often be required to make reports to various officers aboard ship. These may include 8 o'clock reports, inspection reports, and reports of incidents. Some instances may require a formal incident/complaint report.

NONJUDICIAL PUNISHMENT, COURTS-MARTIAL, AND COURTS OF INQUIRY

The *Manual of the Judge Advocate General* (JAGMAN) establishes the procedures at captain's masts, courts-martial, or courts of inquiry. However, the formalities before to and at the termination of the captain's mast are determined by custom and tradition, and each command may set its own procedures and directives. Chapters 5 and 6 of this manual explain in detail captain's masts, courts-martial, and courts of inquiry.

Here are some of the duties you may encounter—duties you should be familiar with:

You may be assigned the duty of guarding prisoners at a court-martial. When performing this duty, station yourself in a position so you can observe the prisoner at all times and close enough to the prisoner so that, should the prisoner become violent, you will be in a position to prevent injury to anyone, including the prisoner. You may also be required to make sure that the accused, witnesses, and interested parties are present. There may be times when you will be stationed outside the door to the room where the hearing is being conducted to summon witnesses. Remain alert at all times and make sure that quiet is maintained in the immediate area.

Prisoners being tried may be delivered in handcuffs if circumstances warrant. If so, the cuffs should be removed during the proceedings unless otherwise ordered by the senior member present.

Upon completion of the court and depending upon the sentence awarded, the MA may take charge of the accused immediately upon sentencing.

SHIP'S BRIG RESPONSIBILITIES

Brigs aboard ship are places of confinement included in the original construction or added during an authorized conversion. Shipboard brigs are authorized and certified for the confinement of personnel attached to or embarked in the ship. Persons with more than 30 days of confinement remaining to be served upon delivery are normally delivered to a shore station brig for confinement. Shipboard brigs are operated in full accord with provisions of the *Department of the Navy Corrections Manual*, SECNAVINST 1640.9. The brig officer and brig staff (normally MAs) ensure the safety of prisoners in the brig and their release in time of emergency.

The *Department of the Navy Corrections Manual* contains all the information on brig operations and transfer of prisoners. This manual should be used for guidance when dealing with anything that pertains to brigs or prisoners.

SAFETY

Personnel of the MA force perform the following duties regarding safety:

- Act as roving inspectors, looking for safety hazards and risks that could result in injury to personnel or damage to equipment. Safety hazards/violations found in this category should be corrected immediately.
- Assist the safety officer in keeping the safety program viable and workable.
- Carry out a system of internal reporting to focus command attention on material deficiencies and operating practices that jeopardize personnel and equipment.

BURIAL AT SEA

LEARNING OBJECTIVES: Describe the requirements for burial at sea in terms of eligibility, preparation of remains, and the burial at sea ceremony. Identify the procedures used when the remains have been cremated.

In early naval history, burial at sea was a necessity when death occurred aboard ship. This is seldom necessary today. Except under extreme conditions, as ordered by the commanding officer, burials at sea do not take place except when specific arrangements have been made at the request of the deceased's primary next of kin.

ELIGIBILITY FOR BURIAL AT SEA

The regulations for at-sea disposition of remains from a naval vessel or inurned cremains from a naval aircraft are set forth by the Bureau of Medicine and Surgery (BUMED).

Civilian personnel are not authorized to attend services aboard ships, aircraft, and auxiliary craft. Services aboard ship while it is in port are permitted on a not-to-interfere basis.

RESPONSIBILITY FOR PREPARATION OF REMAINS

It is the responsibility of a naval hospital to ensure the caskets are suitably prepared. In general, this includes the following:

- Metal caskets only are used, banded with five 3/4-inch bands of durable material (not metal).
- A minimum of 20 2-inch holes are drilled in the casket (at least eight on top, eight on the bottom, and two on each end).
- The casket must weigh at least 300 pounds. If it does not meet this minimum, additional weight should be added at the foot end.

If the casketed remains do not submerge upon entering the water, the commanding officer of the ship, while maintaining the dignity of ceremony, should take necessary measures to make sure it submerges. Normally, the casket should be retrieved and proper steps taken to ensure it will submerge, then the casket returned to the sea. Under no circumstances should gunfire be used to cause the casket to submerge.

PREPARATION FOR THE BURIAL AT SEA CEREMONY

There are two component parts of the ceremony of burial at sea—religious and military. The reading of the scripture and prayers, the committal, and the benediction constitute the religious part and may be performed by the chaplain or commanding officer, or

by an officer designated by him or her. All other aspects of the ceremony are performed by other personnel.

For burial at sea, the casketed remains should be covered with the national ensign with the union placed at the head and over the left shoulder (fig. 14-1). When the casket is draped with the national ensign, the cape and sword of the deceased are not displayed.

Six pallbearers form according to height, three on each side of the casket. Pallbearers will uncover when they are below decks and not carrying the casket. At all other times they remain covered.

The selected place for committal is usually a part of the weather deck with a reasonably unobstructed area in which to form the detail and is usually in the after part of the ship. Before the ceremony, the CMAA should make sure the site is cleaned and properly rigged. When the casketed remains are brought on deck the casket is placed securely on a stand, if necessary, with the feet outboard, at a right angle to and extending over the side.

Attention is sounded (by bugle, bosn's call, or word of mouth) as the pallbearers, preceded by the CMAA, execute the hand salute as the cortege passes to the place selected for the committal. When the remains have been so placed, the hand salute is terminated by those in sight, and a sentry is posted unless the burial service is to follow immediately.

A CPO may be designated to take charge of the firing squad. The CMAA directs the pallbearers during the service until the flag is encased and delivered to the commanding officer.

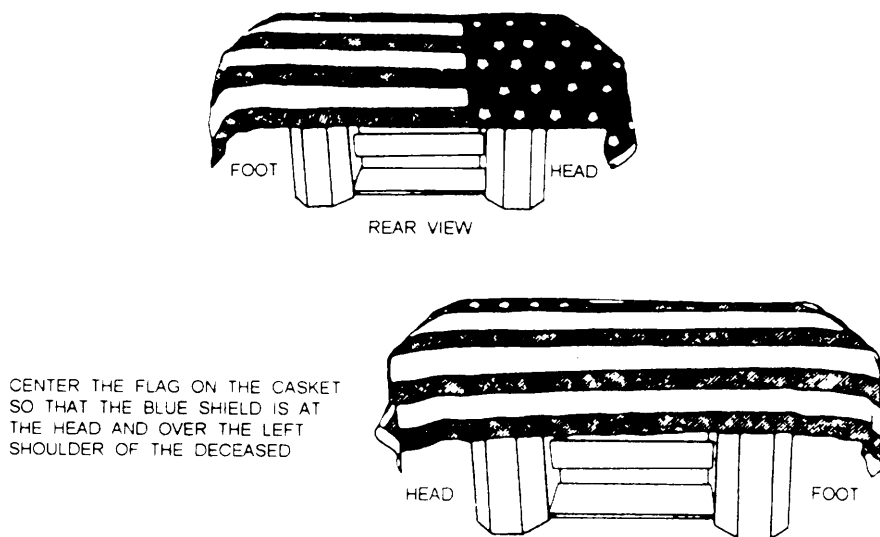


Figure 14-1.—Correct method of displaying the flag with the casket.

THE CEREMONY FOR BURIAL AT SEA

Assemble all participating personnel and form as illustrated in figure 14-2, space permitting. When the honor platoon has been assembled in massed formation and has been brought to parade rest, the burial service begins and is read through to the end of the prayers. During prayers, the assemblage remains covered with bowed heads. After the conclusion of the prayers, if the name of the deceased was not included in the service, it is fitting to be mentioned. Upon conclusion of the prayers, the pallbearers should hold the casket and national ensign in place by hand as may be necessary before the reading of the committal.

When these preparations have been completed and all is in readiness, attention is sounded. The command FIRING SQUAD, PRESENT ARMS is given. Simultaneously, the honor platoon responds with a hand salute, and the reading of the committal begins. When the indicated word of the committal is read, the pallbearers tilt the board until the casket slides along it, under the national ensign, overboard into the sea. As it slides overboard, the pallbearers retain the board and national ensign and stand fast.

The commands FIRING SQUAD, ORDER ARMS and PARADE REST are given, and all hands bow their heads. The benediction is pronounced. Then follow the commands FIRING SQUAD, ATTENTION, and FIRE THREE VOLLEYS. The honor platoon hand salutes and remains so until the last note of taps (if taps is not sounded, hold the salute until the last volley of fire READY, AIM, FIRE; AIM, FIRE; AIM, FIRE. After the last volley, the firing squad remains at the ready

position, pieces locked, until the conclusion of taps, then salutes.

Upon completion of taps, the firing squad is brought to ORDER ARMS. The pallbearers encase the national ensign by folding. (Detailed directions for folding the flag can be found in the *BlueJackets Manual*.) It is then presented by the CMAA to the commanding officer.

After the commanding officer has received the flag and has departed, the command PARADE REST is given, and when all have assumed it, the personnel details (firing squad and pallbearers) are brought to attention, formed, and marched away. When they are clear, the honor platoon is brought to attention; retreat is sounded; and the ceremony is over.

CREMATION

In cases where the remains have been cremated and the receptacle containing the ashes has been received on board for burial at sea, the following procedures will govern:

If the receptacle is to be opened and the ashes scattered at the time of committal, a small table or stand should be securely rigged beforehand at the selected place for the committal. The receptacle should be placed on this table or stand during the reading of the service. The folded flag should be placed on the stand beside the cremains. The XO or some other officer appointed by the commanding officer will assume responsibility for opening the receptacle and scattering the ashes (keeping in mind the wind factor) at the appropriate time during the committal ceremony.

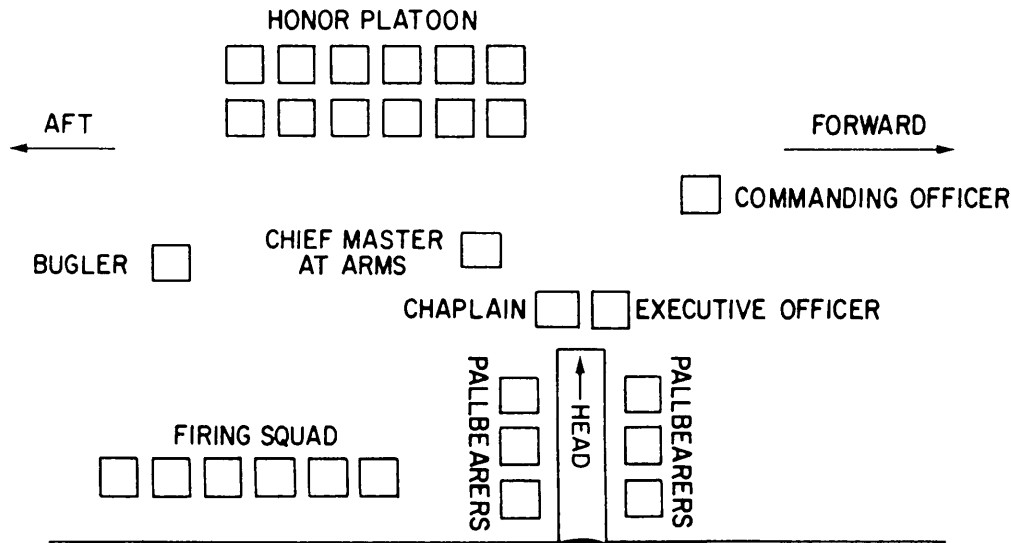


Figure 14-2.—Deck plan for burial at sea.

If the receptacle is to be committed together with the ashes, a small platform should be constructed and rigged so that during the service the receptacle may rest thereon and be launched at the time of committal by tilting up the inboard end of the platform, thus permitting the receptacle and ashes to slide overboard.

The ashes received for committal at sea will sometimes be accompanied by floral tributes, which may be used to surround the receptacle and cover the platform or table on which it rests during the service. The flowers may be permitted to slide overboard with the cremains or be tossed into the sea by a flagbearer after the receptacle has been launched or the ashes have been scattered.

For all phases of the funeral where the cremains have been carried by hand, one person should be detailed to carry the receptacle containing the ashes.

Four enlisted members are detailed as flagbearers and serve in place of the six pallbearers otherwise required. The flagbearers follow the bearer of the receptacle as it is brought on deck and carried to the place of committal. The prefolded flag is carried by the leading flagbearer on the right. The flag is then placed on the stand beside the cremains. The flag will be picked up and held folded by the flagbearers during the committal of the ashes to the sea.

Before any burial at sea, you should review applicable BUMED directives. Complete detailed information concerning burial at sea is contained in *Navy Military Funerals*, NAVPERS 15555.

PERSONAL EFFECTS

LEARNING OBJECTIVES: Determine how the personal effects of both enlisted and officer personnel should be handled when these individuals are no longer able to care for them. List and describe the five classes and categories of personal effects, and identify who is responsible for the personal effects that have been collected. Explain inventory requirements and the action that should be taken by the inventory board.

No person other than those authorized by directives will handle or disturb in any way the personal effects of another person.

ENLISTED PERSONNEL

When any enlisted person on board a naval unit is declared a straggler or becomes mentally or physically incapacitated and can no longer care for his or her personal effects, they should be collected, inventoried, and sealed by a division petty officer in the presence of the division officer and an MA. The effects should be delivered to the CMAA for safekeeping and disposition according to current directives.

OFFICER PERSONNEL

The personal effects of an absent or incapacitated officer will be inventoried and packed by two officers designated by the XO and delivered to the supply office for safekeeping and disposition according to current directives.

CLASSIFICATION OF PERSONAL EFFECTS

Personal effects consist of the articles owned by an individual, as well as articles of government property in his or her temporary custody. Personal effects are classified and described as follows:

- Class 1. Navy-owned, organizationally furnished clothing and equipment, furnished on a loan or custody basis and subject to turn-in when no longer required. In determining that items in class 1 are Navy-owned, consideration should be given to the fact that large quantities of such material have been sold by naval activities to private individuals and to retail commercial enterprises. When Navy ownership of items in class 1 cannot be established conclusively, such items will be included in class 5.

- Class 2. Uniform clothing prescribed by U.S. *Navy Uniform Regulations*.

- Class 3. Money.

- Class 4. Negotiable and nonnegotiable instruments, such as bonds, checks, notes, deeds, wills, receipts including those covering safekeeping deposits, agreements, certificates, insurance policies, and bankbooks.

- Class 5. Miscellaneous articles of intrinsic, sentimental, or utility value, such as jewelry, fountain pens, cameras, wallets, insignia medals, photographs, books, diaries, razors and other toilet articles, flight logs, and other personal papers, souvenirs, firearms, musical instruments, sports and athletic equipment, civilian

clothing, wardrobe trunks and other containers suitable for shipment as baggage, motor vehicles, trailers, boats, and household goods.

CATEGORIES OF PERSONAL EFFECTS

Personal effects are categorized as follows:

- Category 1. Lost, abandoned, or unclaimed personal effects. This includes the personal effects of persons whose identity or location cannot be determined; personal effects of persons in the Navy who have been declared absentees or deserters; and personal effects unclaimed by the next of kin, the heir, or the legal representative when such personal effects were the property of deceased persons who were not members of the armed services.

- Category 2. Personal effects of deceased or missing Navy personnel. This category includes the personal effects of persons who are determined to be deceased or missing. A *missing person* is one who, because of the circumstances incident to his or her absence, is not declared an absentee or a deserter. The personal effects of absentees and deserters are considered to be abandoned personal effects and are identified as in category 1.

- Category 3. This category includes the personal effects of incapacitated persons (personal effects of persons determined to be mentally or physically incapacitated).

- Category 4. Lucky bag items. This category includes items of clothing and other personal effects that are deposited in the ship's lucky bag when such items are found adrift or when such items are donated.

- Category 5. This category includes the personal effects unavoidably separated from the owner.

RESPONSIBILITY FOR PERSONAL EFFECTS

Upon receipt of personal effects from inventory boards, the supply officer is responsible for the custody, storage, security, shipment, and disposition of personal effects, and for the maintenance of adequate records.

INVENTORY

Lost, abandoned, or unclaimed personal effects should be inventoried when the effects first come into the custody of a naval activity. Also, personal effects should be inventoried when the owner is determined to

be deceased or missing. It is important in this instance that the inventory be completed as promptly as possible so the next of kin, heir, or legal representative can receipt for the personal effects without undue delay. The personal effects of incapacitated persons should be inventoried when such action appears necessary or desirable to protect the interests of the incapacitated person.

When an inventory of personal effects is required, the commanding officer will appoint, verbally or in writing, an inventory board. The inventory board should consist of two members, one of whom (when practical) should be an officer.

ACTION BY THE INVENTORY BOARD

The inventory board should take an accurate and complete inventory of the personal effects and investigate and record any information that may assist in the settlement of the affairs or the estate of the owner. All articles of personal effects except as specified below should be described in detail in the section List of Personal Effects on the reverse of the Inventory of Personal Effects (NAVSUP Form 29).

Classified Material

The inventory board should remove from the personal effects all classified matter, which should be disposed of according to the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1.

Objectionable Material

Pornographic or similar matter, including personal letters containing objectionable matter, should be removed from the personal effects and disposed of as directed by the commanding officer. This material should not be recorded on the inventory.

Articles Injurious to Personnel

Articles injurious to personnel, such as small arms ammunition or other explosives, and articles that constitute a fire hazard should be rendered harmless if practical. If such articles cannot be rendered harmless, they should be disposed of by qualified personnel.

Inventory of Valuables

Extreme care should be exercised in describing articles of intrinsic or sentimental value, such as jewelry,

precious stones, valuable papers, and keepsakes. Such general terms as *diamonds*, *gold*, and *platinum* should not be used without qualifying remarks, as such articles may not, in fact, consist of these elements. Money should be recorded on the inventory form by denomination and value of the currency. When desirable or appropriate, the inventory board may determine whether the owner of the effects has any debtors or creditors within the command.

Complete detailed information concerning the handling and distribution of personal effects is contained in *Afloat Supply Procedures*, NAVSUP Pub 485.

EVACUATION OF CIVILIANS

LEARNING OBJECTIVES: List the responsibilities of various shipboard officers when civilians are evacuated. Describe the general plans, embarkation-debarkation, and processing of evacuees. Determine messing and berthing requirements and state the general quarters and emergency stations for evacuees.

The XO is responsible for establishing an evacuation bill aboard ship, assigning responsibilities, and issuing general plans for evacuating civilian personnel from unfriendly shores or disaster areas. Situations will differ in regard to the number and sex of passengers embarked and the length of time on board. Detailed plans should be formulated after assignment to a specific evacuation mission.

RESPONSIBILITIES

Responsibilities for planning and executing an evacuation mission are as follows:

The XO will organize, direct, and supervise the operation, assisted by the executive staff and other personnel as required

The Operations Officer is responsible for the following:

- Organizing and directing ship-to-shore movements and embarkation and debarkation
- Organizing and directing a beach guard to supervise and control the loading and dispatching of boats ashore

- Directing such officers and enlisted personnel as the XO may request to process and control evacuees

The Supply Officer is responsible for the following:

- Organizing, directing, and supervising the messing of evacuees
- Issuing of clothing and supplies to evacuees as the XO may direct

The Wardroom Mess Officer/Caterer is responsible for assigning staterooms and head facilities to evacuees as required

The Medical Officer is responsible for organizing and directing the necessary medical facilities for the health of evacuees and the care and treatment of the sick and injured.

The Administrative Assistant is responsible for the following:

- Supervising a census of evacuees
- Issuing such orders and instructions to evacuees as the XO may direct
- Supervising the assignment of berthing and head facilities to evacuees as required

The Weapons Officer or combat systems officer is responsible for the organization and direction of such sentry details as the XO may direct.

The CMAA is responsible for directing the MA force in such policing duties as the XO may direct.

The First Lieutenant is responsible for providing all unassigned life jackets for issuance to evacuees as the administrative assistant may request.

GENERAL PLANS

Transportation of civilians in excess of available facilities will constitute a problem in berthing and messing. Evacuees should be berthed and subsisted as personnel of embarked units or passengers according to the provisions of the evacuation bill and other directives issued by the XO.

EMBARKATION-DEBARKATION

All available ship's boats and any other available boats in the vicinity should be used for the ship-to-shore movement. Loading and dispatching from the beach should be under the direction of the beach guard officer.

Boating at the ship should be controlled by the OOD and any assigned officer assistants.

Helicopter/fixed-wing aircraft attached to a ship should be loaded and dispatched from the beach under the direction of the beach guard officer. Landing and dispatching of aircraft at the ship should be controlled by the Air Officer as scheduled by the Operations Officer.

No baggage or household effects of evacuees should be loaded except that which can be readily carried by the owner.

All accommodation ladders should be rigged when embarking/debarking by boat. Cargo nets and Jacob's ladders may be used to embark evacuees if necessary.

ORGANIZATION AND PROCESSING OF EVACUEES

As evacuees are embarked, sentries should direct them to specified areas for census and berthing assignments under the direction of the Personnel Officer and the Wardroom Mess Officer/Caterer.

Men and women evacuees should be divided into separate groups. The groups should be further divided into units of 10 persons for administration and processing.

Officers assigned by the Operations Officer and assisted by sentries provided by the Weapons Officer should direct and supervise evacuees under the direction of the XO or the Administrative Assistant acting for the XO.

The administrative assistant should record data for each evacuee on an Evacuee Census Card (fig. 14-3) before to berthing, messing, and assigning emergency stations.

Evacuees should be examined by a doctor or corpsman to determine the general state of their health and to detect injuries or diseases requiring treatment.

Injuries or apparent diseases should be noted on their census card. On the advice of the Medical Officer, one compartment should be designated as a sick bay for evacuees.

The First Lieutenant should make life jackets available for issuance to each evacuee when registered. If the supply of life jackets is inadequate, women and children should be given preference. Life jackets should be in each person's immediate possession at all times.

Evacuees should wear a name tag at all times while aboard. The tag should bear the evacuee's name, berthing space, and unit number. The Supply Officer should make sure that an adequate supply of tags is on board and delivered to the Administrative Assistant, upon request, when the provisions of the evacuation bill are placed into effect.

The XO should select unit leaders from among the several evacuees. These unit leaders should be spokespersons, and all directions and orders to evacuees are made through them. Brassards should identify the unit leaders. If practical, unit leaders should speak a common language.

MESSING

Evacuees should be subsisted on separate messdecks at regular hours; however, if there is overcrowding, the supply officer should organize and direct an "around the clock" feeding system, to make sure the evacuees are adequately fed.

The unit leaders should detail certain evacuees to mess duties. The number so detailed and their assignment to duties should be determined by the Supply Officer with the concurrence of the XO.

BERTHING

If it becomes necessary to displace ship's company personnel from assigned living spaces in order to berth

NAME _____	SEX _____	DATE OF BIRTH _____
ADDRESS _____		CITIZENSHIP _____
NEXT OF KIN _____		RELATIONSHIP _____
ADDRESS _____		
DEPENDENTS _____		
UNIT NO. _____	INJURY OR DISEASE _____	
COMPARTMENT _____		

Figure 14-3.—Evacuee census card (sample format).

evacuees, they should, as far as practical, be doubled up with personnel attached to their respective departments. Rotation of bunks by watches may be used to provide sufficient berthing spaces for enlisted personnel, as well as evacuees.

Where possible, evacuees should be located in one section of the ship to facilitate handling and control. Evacuees assigned to a particular unit should be berthed in the same compartment.

GENERAL QUARTERS AND EMERGENCY STATIONS

General quarters stations for evacuees should be in their assigned berthing spaces. In the event that emergency stations are ordered, evacuees should remain in their assigned living spaces until directed to assemble at a topside station to abandon ship. In emergency situations, orders should be given to evacuees over the IMC announcing system.

The administrative assistant should be in command of evacuees during an abandon-ship evolution and should direct their movements through the designated unit leaders.

The Administrative Assistant should provide instruction to evacuees on the various alarms for general quarters and emergency stations and the action required.

PRISONERS OF WAR

LEARNING OBJECTIVES: Identify who is responsible for the Prisoner of War bill. Outline the responsibilities of the various shipboard officers with regard to prisoners of war. Explain the procedures to be followed when prisoners are taken and describe how prisoners of war should be treated.

The XO is responsible for establishing a Prisoner of War bill aboard ship, assigning responsibilities, and providing procedures for handling prisoners of war.

This bill applies equally to combatant forces of the enemy and to individuals traveling with an armed force. Individuals following the armed forces of the enemy (such as newspaper correspondents, contractors, technicians, and vendors) and the officers and crews of enemy merchant ships, if detained, should be entitled to treatment as prisoners of war if in possession of proper identification. Prisoners of war are subject to the *Uniform Code of Military Justice* (UCMJ).

RESPONSIBILITIES

The First Lieutenant should do the following:

- Take custody of prisoners, and make sure they are properly searched separate, guarded and deprived of means of escape, revolt, or acts of sabotage.
- Prepare muster lists of prisoners.
- Have the prisoners photographed for record purposes.
- Arrange with the Supply Officer for provision of standard rations.
- Arrange with the Wardroom Mess Treasurer and Personnel Officer for provision of bedding and suitable living spaces for both officer and enlisted prisoners.
- Prepare identification papers for each prisoner, using description, fingerprints, and photographs.

The Wardroom Mess Treasurer and Personnel Officer should provide bedding and suitable living spaces.

The Medical Officer should do the following:

- Examine all prisoners and provide necessary medical treatment.
- Prescribe personal effects necessary for prisoner's health.

The Supply Officer should do the following:

- Provide the standard rations as requested.
- Issue items of clothing or small stores as directed by the Commanding Officer or as requested by the First Lieutenant/Commanding Officer of the Marine Detachment.
- Provide suitable storage for the safekeeping of valuables removed from prisoners and delivered to his or her custody.

The Intelligence Officer (if assigned) or Communications Officer should take possession of all arms, military equipment, and military documents in the possession of the prisoners. All effects and articles of personal use should remain in the possession of the prisoners, including protective clothing. In particular, the identity card issued to the prisoner, pursuant to the Geneva Convention (relative to the treatment of Prisoners of War) of 12 August 1949, should not be

taken from him or her. Badges of rank and nationality, decorations, and articles having a personal or sentimental value should not be taken from prisoners of war. Sums of money carried by prisoners of war should not be taken from them except by order of an officer and only after the amount and particulars of the owner have been recorded in a special register and an itemized receipt has been given, legibly inscribed with the name, rank, and unit of the person issuing the receipt. Articles of value may be taken from prisoners only for reasons of security; and when such articles are taken away, the procedure for impounding sums of money should apply.

The Personnel Officer should maintain a list of qualified interpreters aboard.

The Photographic Officer should provide photographs of all prisoners of war as requested by the Commanding Officer of the Marine Detachment.

The CMAA should provide suitable storage for personal gear, other than valuables, removed from prisoners, and delivered to his or her custody.

PROCEDURES

Upon being taken, prisoners should be thoroughly searched and immediately delivered to the First Lieutenant/Commanding Officer of the Marine Detachment for safekeeping. He or she should then be charged with the primary administrative responsibility for ensuring compliance with the provisions of this bill.

Prisoners of war should be treated with humanity and should NOT be subjected to abuse, deprivation, or ridicule. They should be accorded their rights under existing treaties, conventions, and other valid provisions of International Law dealing with the treatment of prisoners of war.

Pending interrogation for intelligence purposes, if practical, no communication should be allowed between officer prisoners, noncommissioned officer prisoners, and their personnel. When possible, prisoners should be separated individually; or, if this is not possible, they should be separated by units, and such units or individuals should not be allowed to mingle at anytime.

Prisoners of war aboard a naval unit maybe required to disclose only their name, rank and serial number. They should be interrogated only by a designated, qualified officer and then only for information of a routine nature or when it is believed that the prisoners may volunteer information of immediate operational assistance. No physical torture, mental torture, or any other form of coercion should be inflicted on prisoners of war to secure information of any kind. Prisoners of war who refuse to answer should not be threatened, insulted, or exposed to unpleasant or disadvantageous treatment of any kind.

No member of the Armed Forces of the United States should be placed in confinement in immediate association with enemy prisoners or other foreign nationals not members of the Armed Forces of the United States.

For further guidance on procedures for prisoners of war. Refer to *Program for Prisoners of War and Other Detainees*, SECNAVINST 3461.3.

SUMMARY

In this chapter, we covered the duties of the CMAA and MA force aboard ship. Burial at sea and the control and inventory of personal effects were also discussed. Next, the evacuation of civilians was considered, followed by the procedures to be used when prisoners of war are taken.

